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DEC 7 1954

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Correspondence

1. It is my understanding that in February 1954, prior to your becoming Chief of the Management Staff, [REDACTED] made an informal approach to the Chief, Correspondence Branch, Processing and Records Division, Office of Personnel, with regard to the possible revision of certain standard type letters prepared by that Branch. The understanding was that any recommendations made were unofficial and completely informal, and the adoption of such recommended changes would be optional.

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2. At that time, copies of nine types of Entrance-on-Duty letters were given to [REDACTED] for her perusal. These were ultimately returned with suggested revisions eliminating anywhere from 16 to 105 words.

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3. Based upon our experience in dealing directly with persons outside the Agency, it was not deemed feasible to adopt the recommended changes. We have found that oftentimes the omission of a word is just enough to raise questions in an individual's mind, which results in additional correspondence. The type of recommended changes were those of omitting words and rephrasing others. The net savings, had these been adopted, would have been more than offset by the time required to cut new tapes for the "Flexowriter", which is the automatic machine used for standard type letters. As a result, the suggested changes have not been adopted to date.

4. It would be appreciated if, in the future, projects of this nature are formalized between your office and mine so that more serious consideration may be given to this type of program.

[REDACTED]
Assistant Director for Personnel

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